

**ADMINISTRATIVE SERVICES BRANCH
ASSISTANT EXECUTIVE OFFICER REPORT**

(Attachment B – Item 12)

SUBJECT	DATE OF ASSIGNMENT	STATUS
Thomson Diggs and Ramos Buildings	Ongoing	<ul style="list-style-type: none">• Escrow closed on February 19, 2009, for the Thomson Diggs building and parking lot. Staff is working with Fiscal Services Division to transfer the properties from Real Estate to the capital account as a restricted asset. Staff is also continuing to work with the Investment Office for transition of the Ramos Buildings which is anticipated to occur in March 2009.
Board Election	Ongoing	<ul style="list-style-type: none">• In February, BPAC and the Board of Administration approved the Notice of Election and Schedule of Events for the 2009 Member-at-Large election. The election will begin on March 23, 2009.